

**ORGANIZATIONAL MEETING MINUTES  
OF THE COMMON COUNCIL  
OF THE CITY OF PLATTSBURGH, NEW YORK  
JANUARY 5, 2012  
5:00 P.M.**

**Present:** Mayor Donald Kasprzak, Councilors Tim Carpenter (W1), Mark Tiffer (W2), George Rabideau (W3), James Calnon (W4), Chris Case (W5), Chris Jackson (W6)

**Absent:** None

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- 1. At this time the Chair will entertain nominations from the floor for the position of Mayor Pro Tem.**

Councilor Calnon; nominated by Councilor Jackson

Seconded by Councilor Case

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

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- 2. At this time the Chair will entertain nominations from the floor for the position of Clerk of the Common Council.**

Councilor Case; nominated by Councilor Jackson

Seconded by Councilor Carpenter

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

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- 3. Appointment of liaison positions to the following department for the period of January 1, 2012 through December 31, 2012 per the request of the Common Council:**

Assessor's Office	Councilor Calnon
Building Inspector's Office	Councilor Case
City Clerk's Office	Councilor Case
Community Development	Councilor Tiffer
Engineering Department	Councilor Tiffer
Finance Department	Councilor Rabideau
Fire Department	Councilor Carpenter
Municipal Lighting Department	Councilor Jackson
Police Department	Councilor Calnon
Public Library	Councilor Carpenter
Public Works Department	Councilor Rabideau
Recreation Department	Councilor Tiffer
Environmental Services/WPCP/WFP	Councilor Jackson

By Councilor Calnon; Seconded by Councilor Tiffer

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

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4. **At this time the Chair recognizes that John Clute is serving the second year of his three year appointment as Corporation Counsel for the period of January 1, 2011 through December 31, 2013 and said previous appointment is hereby confirmed.**

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson  
(All voted in the affirmative)

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#### **PROPOSED RESOLUTIONS:**

1. **Proposed Resolution adopting the Regular Order of Business for the year commencing January 1, 2012 and terminating December 31, 2012.**

**RESOLVED:** That the Regular Order of Business to be followed by the Common Council through the period one year, commencing January 1, 2012 and terminating December 31, 2012, be as follows:

#### **AT EACH SESSION THE BUSINESS SHALL BE**

1. Roll Call
2. Reading of the Minutes of the Previous Meeting
3. Approval of Payrolls – Various Departmental
4. Reports of City Offices & Committee Reports
5. Correspondence & Recommendations from Boards
6. Audit of Claims – Regular and Municipal Lighting
7. Public Comment
8. Weekly Agenda Items
9. Initial Consideration
10. New Business
11. Closing Public Comments
12. Adjournment

By Councilor Carpenter; Seconded by Councilor Case

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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2. **Proposed resolution fixing the dates for all Regular Meetings of the Common Council to be held Thursdays at 5:30 PM in the Common Council Chambers for the period January 1, 2012 and terminating December 31, 2012, except when deemed necessary. Work sessions are to be held on Thursdays at 5:00 PM or whenever deemed necessary, in the Common Council Chambers. Executive Sessions will be held in the Mayor's Office.**

**RESOLVED:** That the Regular Meetings of the Common Council to be held during the period of January 1, 2012 through December 31, 2012 be and the same are hereby fixed to be held Thursday of each week at 5:30 PM; in the case of an exception, the Regular Meeting of that week shall be held on the Tuesday evening preceding, unless such meeting is otherwise fixed by

resolution of the Common Council adopted at a prior meeting to be held on other than the evening herein before designated, it being understood there shall be a work session held on Thursday evening at 5:00 PM or on Tuesday evening at 5:30 PM when deemed necessary, further that budget hearings be scheduled in the fall by the Mayor Pro-Tem.

**RESOLVED:** That in the event it may become necessary to call Special Meetings of the Common Council from time to time, the procedure as set forth in Article IV, Section 4-1, Charter Section of the Code of the City of Plattsburgh, New York shall be followed.

By Councilor Calnon; Seconded by Councilor Rabideau

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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**3. Proposed resolution designating the *Press Republican* as the official newspaper of the City of Plattsburgh.**

**RESOLVED:** That the *Press Republican* is hereby designated as the official newspaper of the City of Plattsburgh, New York for the purpose of publication of all legal and help wanted notices, ordinances, local laws, proposals, tax notices, etc., authorized by resolution of the Common Council from time to time throughout the period of one year, commencing January 1, 2012 and terminating December 31, 2012, at a fee which is to be determined;

**Press Republican**

First publication legal \$ .485/line

Second publication legal \$ .395/line

By Councilor Carpenter; Seconded by Councilor Case

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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**4. Proposed resolution designating the *Glens Falls National Bank*, Margaret Street Branch and *TD Bank*, Plattsburgh Branch, as the official depositories for all City of Plattsburgh funds.**

**RESOLVED:** That the *Glens Falls National Bank*, Margaret Street Branch and *TD Bank*, Plattsburgh Branch be and they are hereby designated as the official depositories for all funds of the City of Plattsburgh, for the period of one year commencing January 1, 2012 and terminating December 31, 2012.

By Councilor Case; Seconded by Councilor Rabideau

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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5. **Proposed resolution adopting the present Investment Policy for the period January 1, 2012 ending December 31, 2012, unless otherwise amended.**

**RESOLVED:** That the investment policy as recommended by the Office of the State Comptroller establishing guidelines which comply with applicable State statutes and as adopted at a Regular Meeting of the Common Council held December 10, 1987, be and the same is to continue in effect for the period of January 1, 2012 through December 31, 2012 as amended.

By Councilor Jackson; Seconded by Councilor Carpenter

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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6. **RESOLVED: That the Rules for 2012 be, and the same are, hereby accepted and adopted by the Common Council as follows:**

1. The Council shall assemble promptly at 5:30 PM in regular session on Thursday of each week and at such other times as may be determined at a previous session.
2. All petitions and communications that out of their inherent necessity requires their being acted upon at the next regular meeting, and all other agenda items to be introduced at the next regular meeting (for action at a succeeding regular meeting) shall be presented to the Office of the Mayor not later than **NOON** on the Tuesday preceding the meeting. This rule is subject to exception in Rule 4 below.
3. The Office of the Mayor shall have available to each Councilor, the agenda to be acted upon on Wednesday afternoon preceding the regular Thursday meeting.
4. Rule 2 shall not prevent the Mayor and/or Councilors from submitting any matter or offering any motion which was not on the agenda, if in his/her opinion, the issue should be raised. However, if necessity does not require immediate action, the motion is introduced for action at the next regular meeting. A resolution must be adopted for specific resolutions to be brought forward under rule 4.
5. Any member unable to attend a meeting must notify the Clerk prior to the meeting, giving the legitimate reason for non-attendance.
6. The Chair shall preserve order at the sessions and shall appoint all committees. Through a point of order, any procedural ruling by the Chair is subject to reversal by a majority vote of the Council.
7. All City Departments will be represented by the Department Head or his/her delegate, as long as they are management personnel, for the **Council Work Session** unless otherwise excused by the Mayor. All City Departments having items for action on the Agenda shall

be represented at the **Council Meeting**.

8. A member desiring to speak or present any subject matter to the Council shall address the Chair and shall not further proceed until recognized by the Chair and awarded the floor for such purpose. Through a point of order, time limits can be placed and extended by a majority vote of the Council.
9. A roll call vote shall be taken on any question, with the exception of procedural motions through points of order, which shall require only a hand vote, unless a roll call vote is requested by any member of the Council. A Councilor shall be allowed to explain his/her vote at the time of casting said vote.
10. At each session, the business shall be:
  - a. Roll Call
  - b. Reading of the Minutes of the Previous Meeting
  - c. Approval of Payrolls – Various Departments
  - d. Reports of City Offices and Committees
  - e. Correspondence & Recommendations from Boards
  - f. Audit of Claims – Regular and Municipal Lighting
  - g. Public Comment
  - h. Weekly Agenda Items
  - i. Initial Consideration
  - j. New Business
  - k. Closing Public Comments
  - l. Adjournment
11. When a question shall be under consideration, no motion shall be received except as herein specified, which shall have precedence in the following order:
  - a. Point of Order for clarification, or to request reversal of ruling of the Chair, or limiting or extending discussion (by majority vote)
  - b. Recess such session
  - c. Amend
  - d. Refer to standing committee
  - e. Refer to select committee
  - f. Call the previous question
  - g. Table or postpone
  - h. Adjourn such session
12. All matters to be acted upon shall be entered at length upon the agenda.
13. In the event any question of procedure shall arise which is not provided for by these rules, then, in that event, Robert's Rules of Order shall be followed.
14. When the Councilors are notified of a Special Meeting of the Common Council, the news media shall also be notified.
15. At the Public Discussion portion of the regular meeting, the public will have the right

to address the Common Council, subject to the Chair's discretion to rule discussants out of order. The rules for public comment are listed below (adapted from NYCOM – Handbook for city officials):

1. The Public shall be allowed to speak only during the public comment period of the meeting.
2. Speakers must give their name, address and organization, if any.
3. Speakers must be recognized by the presiding officer.
4. Speakers must limit their remarks to five minutes.
5. Speakers may not yield any remaining time they may have to another speaker.
6. Council members, with the permission of the presiding officer, may ask questions of a speaker during or after his remarks, but only for the purpose of clarification or information.
7. When a meeting is attended by a group of people who share the same or opposing views on a public comment topic, the presiding officer may require that the group(s) designate not more than two spokespersons and limit the total time for public comment to 10 minutes for each point of view or side on an issue.
8. All remarks shall be addressed to the council as a body and not to any member thereof.
9. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
10. Interested parties or their representatives may address the council at any time by written or electronic communications.
11. The Common Council may by majority voice vote grant more time to a speaker or a topic.
12. If a Common Council member objects to a ruling by the presiding officer, he shall raise his objection by a motion "appealing the ruling of the chair." If the motion passes, the ruling is overruled.
13. When a public comment topic is voted on by the Common Council, the topic may not be the subject of public comment for 6 months from the date of the vote unless the Common Council votes to allow public comment sooner.

By Councilor Carpenter; Seconded by Councilor Calnon

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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7. **Proposed resolution establishing the amount of a Blanket Bond or Undertaking for city employees at \$250,000 and for the City Chamberlain at \$500,000.**

**RESOLVED:** That in accordance with Section 3-2 of the City Charter as amended, the Common Council of the City of Plattsburgh, as authorized by Section 11, Paragraph 2 of the Public Officer's Law, consents and approves that a Blanket Bond or Undertaking be procured for all City employees in the amount of \$250,000 (per loss) for each position and \$500,000 for the City Chamberlain, further

**RESOLVED:** That aforementioned Bond or Undertaking be executed for the period of one year,

from July 6, 2011 to July 6, 2012, and said Bond or Undertaking shall be written by an approved Surety Company.

By Councilor Case; Seconded by Councilor Carpenter

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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**8. RESOLUTION: Common Council Audit Committee**

1. The intent and purpose of this resolution is to define the composition, function and duties of the auditing committee of the Common Council.
2. The auditing committee shall be composed of any three members of the Common Council, including the Mayor as a member thereof. Members who act as an auditing committee are not required to be appointed or confirmed and such committee shall be deemed to consist of the three members who sign claim forms or tabulations of claims as set forth in section 4.
3. The auditing committee shall review and recommend approval of claims for payment before approval by the common council as a whole.
4. Committee members shall indicate approval by signing or initialing claim forms or a tabulation of claims submitted for Council approval. Such forms or tabulation bearing the signatures or initials of committee members shall constitute the minutes of the committee. If a committee member objects to payment of a claim, he shall raise the objection at the time payment of the claim is presented to the Common Council for a vote.
5. The auditing committee is not required to meet or act as a body. If the committee meets or acts as a body, such meeting shall be held at an open public meeting of the Common Council, or at a public meeting which has been duly noticed in accordance with the Open Meetings Law.
6. This resolution supersedes all previous resolutions, including the Common Council's resolution of 4/30/1998.

By Councilor Calnon; Seconded by Councilor Jackson

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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**9. RESOLVED:**

**Section 1:** That the Mayor be and he is hereby designated as the Official Purchasing Agent of the City of Plattsburgh, New York, effective as of January 1, 2012 and continue until the completion of his present term of office, namely December 31, 2013.

**Section 2:** That the Mayor shall direct the City Engineer's Office to establish and maintain a directory of current State Purchasing Contracts. The City Engineer shall inform Department Heads of changes in contract vendors and/or prices.

**Section 3:** It shall be the responsibility of the Department Heads to check presently available state contract purchase of all commodities possible. It shall be their further responsibility to justify purchases through State contract or regular commercial channels.

**Section 4:** Aggregate purchase contracts by any City Department of more than \$10,000 in any one calendar year, and Public Works projects in the amount of \$20,000 shall be either submitted to bid or purchased under State Contract.

**Section 5:** Purchase Orders shall be drawn for all purchases in excess of \$500 and initialed by the Department Liaison Committee and then signed by the Mayor before any purchases are made. Purchases for less than \$500 may be submitted for payment on claim forms in the usual manner. Purchases for \$10 or less should be paid for through Departmental Petty Cash and a claim voucher submitted for reimbursement in the usual manner. The Mayor shall have the authority to delegate to the City Chamberlain, authority to sign purchase orders up to an amount of \$5,000.

**Section 6:** The departments for which appropriation accounting is maintained shall draw purchase orders in triplicate on the forms provided. If exact price quotations are not available at the time the order is drawn, the cost shall be estimated and so indicated on the order. These orders shall be consecutively numbered by each Department, starting with Number 1, at the beginning of each calendar year. For each order, merchandise on a State Contract shall also bear the number of the applicable contract. The form of Purchase Order for other Departments shall be as approved by the Purchasing Agent.

**Section 7:** After approval by the Mayor, the green copy shall be provided to the vendor as authorization to purchase; the yellow copy to the Department of Finance to insure against payment of claim, pending receipt of merchandise; the white copy to the Department of Finance in exchange for the pink requisition form upon receipt of merchandise and to release the vendor's claim for audit and payment. The Departments, for which appropriation accounting is maintained, shall be governed by the above; other Departments shall make their distribution in the usual manner.

**Section 8:** In the event of an emergency, a Purchase Order will be required as soon as practicable. A short statement will be entered on the Purchase Order justifying an emergency and the phrase "Confirming Order".

**Section 9:** Department Heads are encouraged to make payment to those vendors with whom several transactions customarily occur each month, on a one-monthly basis. A summary claim can be prepared, listing the several purchases received during the month.

**Section 10:** Each Department shall be individually responsible to see that the appropriate balance is not overdrawn when submitting a purchase order or claim voucher. It shall be the responsibility of the Department of Finance to provide all departments with a report on a monthly basis showing the unencumbered balances in the various appropriation accounts.



**Section 11:** That a certified copy of this resolution be furnished to each Department Head for his/her information and files.

By Councilor Carpenter; Seconded by Councilor Calnon

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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Motion to Adjourn by Councilor Jackson; Seconded by Councilor Tiffer

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

**MEETING ADJOURNED: 5:10 pm**